The Project EASIER process has not changed.

- Use your SIS to create a file. Name the file something meaningful to you like school name or grades.
- Launch the Project EASIER Spring 2008 application.
- Upload the file.
- Correct any validation errors (also in SIS).
- Review the file contents for accuracy and completeness.
- Approve the file for use in Certification.
- Review the file(s) on the Certification page.
- If all appears to be correct, Certify the report.

Important Dates

- Test Submissions from April 15 to May 11
 - Submitting test files is an efficient way to identify errors in data validity and accuracy prior to submitting for certification purposes.
 - Graduate data does not need to be completely entered for test files.
 - There is no limit as to the number of files you submit.
- Submit files for certification beginning May 15
 - No file may be submitted prior to the end of your district's instructional year.
- Certification Deadline is June 20.

All Curriculum will be collected and validated for students in Grades 9-12

- Only PSEO Courses will be used in Certification.
- PSEO courses are semester length (usually 0.50 Carnegie Units).
- The maximum PSEO cost per course enrollment is \$250.
 The DE will show both the Project EASIER Carnegie Units and the Spring BEDS dollar amounts.
- Certification is dependent on BEDS PSEO total \$\$
- See the Curriculum FAQ for differences between PSEO and 28e courses.

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Attendance Data

- ADA and ADM calculations shown in Project EASIER are estimates only and will not be part of EASIER certification.
- Attendance Data from Project EASIER will pre-populate the Student Attendance section of the CAR – Chart of Accounts.
- Changes to grade totals may be made on the CAR.
 - Homebound students, pooled AEA students, and others will need to be added to the totals provided.
- ADA and ADM in the CAR will be certified by the district.
- Average Daily Attendance Rates will be estimated in EASIER.

Days Unexcused

- Most all Student Information Systems will calculate the number of times a student had an unexcused absence for the entire day.
 - Check the attendance settings in your SIS.
 - If an absence has an "unknown" reason, your SIS may include those in the unexcused calculation.
 - Out-of-school suspensions are excused absences.
 - In-school suspensions are not absences.
 - For federal reporting, the DE only includes students with 10 or more days unexcused.

Graduates

- Students may only graduate from one school and one district.
- □ IEP seniors who will continue their education for a 5th year in a Community College program in 2008-2009 are <u>not</u> graduates for 2007-2008.
- 5th year students who completed IEP requirements through a Community College program this year are 2007-2008 graduates.

Graduates – continued

- Enter graduate information for only the students who actually are graduates at the time of submission.
 - A separate process is being developed to allow you to add summer graduates.
 - Students who graduate in the summer (prior to the start of instruction next year) are considered members of the previous year's graduating class.
- Graduating students do not need an Exit Code of '8'
 Graduated from High School, unless required by your software.

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Dropouts

- Students may be a dropout from only the last school attended within the district.
 - A student may not be a dropout from more than one district.
 The DE will examine duplicate situations.
- The EASIER report shows the students considered to be dropouts in 2007-2008.
- Students who dropout this year but are actively enrolled in a school on October 1, 2008 will not be considered dropouts.
- The 2007-2008 Dropout Report is completed following Fall 2008 Project EASIER certification.

Suspensions and Expulsions

- No changes to suspensions/expulsions from Spring 2007
- Tobacco offenses should be coded as 'N', Other
- Saturday school does not count as in-school/outof-school suspensions because the student is not being removed from regular classes.
- Students with out-of-school suspensions should be marked with excused absences, while students with in-school suspensions should be marked as attending.

Suspensions and Expulsions - continued

- For suspensions or expulsions covering multiple years Spring 2008 into Fall 2009:
 - Spring 2008 Enter the date of the removal with the length of removal equal to the number of days remaining in the current school year.
 - Fall 2009 Enter the date of removal as the first day of school with the length of removal equal to the number of days remaining from the original suspension or expulsion.

Expulsions – continued

- When a student is expelled, he/she is no longer a student of the district.
 - Withdraw the student from the district using exit code '5', Expelled.
 - IEP students can be an exception.
- If a student with an IEP is expelled, he/she must receive services from the district. An expelled IEP student may be included in certified enrollment.
- When the period of expulsion has been completed, the district can re-enroll the student.

- Which students should be included in the submission this spring?
 - You must include any student who was in attendance at any time this school year and any student who dropped out between the Spring 2007 submission and the beginning of the 2007-2008 school year.

Which students should be included in the submission next fall?

- You must include any full time student who was active at the end of last school year and did not graduate by the time school starts next fall.
- Students who transfer during the summer are to have their exit recorded in the 2008-2009 school year and are to be included in the fall submission.
- You may exclude last year's Foreign Exchange students. You must exclude summer graduates.

- Which students should be included in the submission <u>next spring</u>?
 - You must include any student who was submitted in the fall and any student who enrolled after the fall submission.

Corrections to last year's most frequent problems:

- Check to see that ACT composite scores are reported.
- PSEO courses are correctly coded
- Look for a match between PSEO total courses and PSEO \$'s on Spring BEDS
- Include Suspensions and/or Expulsions
- Exit students who never attended on a day prior to the 1st day of school.
- Maintain your district as the Attending District for students who transferred.

Extended Data Collection

- Only selected schools must enter the following indicators:
 - Title I School Choice
 - Title I Supplemental Services
 - Homeless Student Served by McKinney-Vento Subgrantee (page 67)
 - 21st Century Community Learning Center (page 64-65)

- Data Elements not included in Spring's Certification:
 - Kindergarten Assessment
 - Preschool Attendance Indicator

Certified Enrollment for 2008-2009

- Certified Enrollment will be completed in the same way it was done in 2007-2008.
- In addition, the Project EASIER enrollments will be displayed on the Certified Enrollment form.
 - If there are discrepancies and the Project EASIER data is incorrect, corrections should be made and a new file submitted.
 - The corrections to Project EASIER do not have to be made by the October 15 Certified Enrollment due date.

Certified Enrollment for 2009-2010 (planned)

- Project EASIER enrollments will populate the Certified Enrollment form.
- Districts may edit the totals.

Certified Enrollment for 2010-2011 (planned)

- Project EASIER enrollments will populate the Certified Enrollment form.
- Districts may edit by entering or removing individual students by State ID.

New User ID and Password

- A change in User ID and password is under development. Your superintendent will be contacted.
- The new process will be specific to an individual and not the district.

- Documents on the Project EASIER website http://www.iowa.gov/educate/content/view/44/310
 - Project EASIER 2007-2008 Data Reporting Requirements (Revised 9/26/07)
 - Project EASIER Supplement 2007-2008
 - Project EASIER Curriculum Coding FAQs (Revised 11/07)
 - Project EASIER Spring 2008 ICN Presentation Slides

- Contact us. We are here to help you.
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 - Any consultant listed on the Project EASIER Application